

July 1, 2005

MEMORANDUM

TO: Purchasing Offices
Departments, Institutions, Agencies
Commonwealth of Virginia

FROM: Ron Bell
Director

SUBJECT: Procurement Information Memoranda (PIM) #98-019

Enclosed is PIM #98-019, effective 7/1/05, representing changes to the September 1998 edition of the *Agency Procurement and Surplus Property Manual (APSPM)*. The changes are noted in the table below. All changes to the *APSPM*, including PIM #98-019, are incorporated into a web-based *APSPM*, which is downloadable from the eVA and Division of Purchases and Supply web sites at <http://www.eva.virginia.gov> and <http://dps.dgs.virginia.gov/dps/>, respectively. The location of text changes is indicated by an arrow in the margin (—►) with the corresponding PIM number identified next to the changes.

Appendix C contains a log in which to list the PIM number and date of revision. This letter and the corresponding PIM #98-019 should be filed in the back of the Appendix C log.

	Summary of Changes
2.2 c.	The section heading, Sheltered Workshops, is changed to Nonprofit Sheltered Workshops and Nonprofit Organizations. This section adds that a commodities list of available goods and services provided by nonprofit sheltered workshops and nonprofit organizations of Virginia serving the handicapped is accessible from a link on the eVA home page, www.eva.virginia.gov . A third paragraph is added that provides information on the purchase of goods from nonprofit sheltered workshops and nonprofit organizations and advises that when establishing contracts for goods or services that involve the manual packaging of bulk supplies or the manual assemblage of goods where individual items weigh less than 50 pounds buyers are encouraged to use a new special term and condition in Appendix B, Section II., 61.
3.1 d.	This section is rewritten to eliminate the requirement to notify vendors of a cancelled solicitation when the solicitation is sent electronically through eVA. The ninth sentence in 3.1 d. on Canceling a Solicitation is corrected to add missing language. The ninth sentence now reads, "A public body shall not cancel or reject an Invitation for Bids, a Request for Proposal, any other solicitation, bid or proposal solely to avoid awarding a contract to a particular responsive and responsible bidder or offeror" (<i>Code of Virginia</i> § 2.2-4319).

3.10 b.	The section on Certified Vendors in 3.10 b. adds as the last sentence, “For the purposes of the SWAM Program, all certified women and minority owned businesses are also small business enterprises.”
3.10 f.	The section on Award to Other than the Lowest Priced Bidder or Highest Ranking Offeror in section 3.10 f. changes the last sentence by deleting, “established in accordance with guidelines prescribed by the DMBE.” A note is added, “See Appendix B, Section II, 7.” The Governor's SWAM remedial plan applies to all agencies; therefore, agencies do not need to do individual remedial plans.
3.10 g.	Section 3.10 g on Set-asides adds a note in parenthesis after the last sentence, “See Appendix B, Section II, 60.”
3.14 a.	The section on Preferences is revised to require reciprocal preferences allowed by other states to be applied to contractors who are residents of Virginia. A definition of absolute preference is added in Appendix A. A listing of state preference laws is found on www.eva.virginia.gov .
3.18 f.	Section 3.18 on Publicly Posted Notices adds a new section as f. which requires each agency and institution to post or provide accessible links to anticipated contract opportunities at a location identified by DGS/DPS. The designated posting location is on the eVA home page under the “Future Procurements” link.
3.25	The section on Electronic Commerce, 3.25, is deleted.
4.22 b. (1)	The section on certain approvals required for the purchase of non-professional services is corrected to indicate that the Division of Risk Management is under the Department of Treasury.
5.2	The section on Charge Cards for Small Purchases, 5.2 is deleted. Note: Information on the use of charge cards for payment is moved to 10.11 b., Payment and Invoice Processing.
5.3 a.	The second sentence of 5.3 a. is changed to read, “Additional sources including additional small business sources may also be solicited.” In addition, the last three sentences of that section are changed to read, “If more than one quote is solicited, the award will be made to the lowest responsive and responsible bidder. If the award is made to other than the lowest priced bidder, the award shall be made to the next lowest responsive and responsible minority or women-owned bidder. When using charge cards as the payment method, solicit a minimum of one (1) minority or women-owned business, if available.”
5.6 d.; 5.7 a. 4.; 5.7 b. 11.	Each of these sections under Small Purchases is reworded to delete reference to a remedial procurement plan established in accordance with guidelines prescribed by the Department of Minority Business Enterprise (DMBE).
Annex 5-A	The Small Purchase Procedures flowchart, Annex 5-A, is updated and attached.
Annex 5-B	Charge Card Process. Deleted.
6.1; 6.3 d.; 6.5 b.; 6.6	Each of these sections under Competitive Sealed Bidding is reworded to delete reference to a remedial procurement plan established in accordance with guidelines prescribed by the Department of Minority Business Enterprise (DMBE).
7.2 j.	A new section is added (7.2 j.) to address what offerors’ subcontracting plans should include if the solicitation states a stipulation of the award may be that offerors include, as part of their proposal, a plan that ensures SWAM participation.

7.4 a.	The fourth sentence is changed to delete reference to a remedial procurement plan established in accordance with guidelines prescribed by the Department of Minority Business Enterprise (DMBE). The fourth sentence reads, “After negotiations have been conducted with each of the selected offerors, the Commonwealth selects the offeror which, in its opinion, has made the best proposal; however, if the contract is up to \$100,000, the contract may be awarded to a reasonably ranked minority or woman-owned offeror that is other than the highest ranking offeror.”
7.5 m.	The second sentence is changed to read, “An award, up to \$100,000, may be made to a reasonably ranked minority or woman-owned offeror that is other than the highest ranking offeror.”
Annex 7-B., IV, B.	The Specific Proposal Instructions sample language is modified to provide an example of SWAM Utilization as an evaluation criteria.
Annex 7-B., V., A.	The Evaluation and Award Criteria sample criteria for Services and for Goods is modified to provide examples of point values that may be used to evaluate proposals on the offerors SWAM Utilization information provided.
Annex 7-B., VI. G.	A new section G. is added as sample language under the RFP Reporting and Delivery Instructions section when a RFP requires the prime contractor to provide a SWAM Procurement plan.
Annex 7-E	The RFP checklist in Annex 7-E is corrected to show the requirement to solicit a minimum of six (6) valid sources, including a minimum of four (4) minority or women-owned businesses, unless set-aside for Small businesses.
Annex 7-F	The Examples of Best Value Rating Methods under 1) Adjectival and 2) Color Rating Method is modified to add the words in parenthesis as shown in 3) Numerical Rating Method, which says, “price is not scored.”
Annex 7-G	A sample form is added as Annex 7-G, Plans for Utilization of SWAM Businesses, that may be used in solicitations when, as a condition of the award, offerors may be required to submit a plan for utilization of SWAM businesses as a part of their proposal.
8.5	The last sentence of 8.5 on posting requirements for sole source procurements is replaced by: Public award notices may be posted at other locations at the discretion of the entity (public posting notice board, entity website, etc.) but if posted in additional locations, the form in Annex 8-E should be used.
10.11 a. b. c.	General information on Payment and Invoice Processing is re-numbered as 10.11 a. A new section 10.11 b. is added to address the use of charge cards for payments and includes information in two sub-sections on the use of the Small Purchase Charge Card and the Gold Card Program. The section on Zero Overrun, previously the second paragraph of 10.11 is re-numbered 10.11 c.
11.4 c.	This section is revised to include a new last sentence indicating the requirement that the Attorney General’s Office approve any settlement or compromise of claim.
Annex 13-D	The Procurement Exemption Request form is updated to provide a new fax number - 804-371-7877, to provide an email address to which to forward the Exemption Request and to add Quick Quote as a solicitation procedure.
14.5 e.	The section on Quick Quotes is revised to delete reference to a remedial procurement plan established in accordance with guidelines prescribed by the Department of Minority Business Enterprise (DMBE).
14.5 h.	Small Purchase Charge Card (SPCC). Deleted. Note: A new section 14.14 is added to address the use of the small purchase charge card in eVA.
14.14	A new section is added as 14.14 to address use of the Small Purchase Charge Card in eVA. This information was previously located in 14.5 h.

Appendix A	A definition is added in Appendix A for Absolute Preference and a definition for Nonprofit Sheltered Workshops and Nonprofit Organizations Serving the Handicapped replaces the definition for Sheltered Workshops.
Appendix B, Section I, T.	The Insurance clause is updated to indicate the increased limit for the Health Care Practitioner under the Profession/Service section to the new statutory limit effective 7/1/05.
Appendix B, Section II, 7.; 7. H.; 7. I.; 7. J.; and 7. K.	The Award clauses in Appendix B, Section I, numbered 7; 7. H; 7. I.; 7. J.; and 7. K. are modified to delete the language, “when such purchases are made under a remedial procurement plan established in accordance with guidelines prescribed by the Department of Minority Business Enterprise (DMBE).”
Appendix B, II, 61.	A new special term and condition is added, entitled Nonprofit Sheltered Workshops and Nonprofit Organizations, for use by agencies and institutions if the use of nonprofit sheltered workshops and nonprofit organizations serving the handicapped by a prime contractor is desired or for use in solicitations for goods, nonprofessional services or non-capital outlay construction when the use of a sheltered workshop is a condition of the award.

Changes to each of the chapters, appendices, index, and changes to the searchable whole *APSPM* version are available on the eVA website, under the *APSPM* Manual. Changes to the *Vendors Manual* are also available on the eVA website.

To print a hard copy of the manual, save the chapters and appendices to your hard drive or network and print from there. Printing directly from the website will result in lost formatting. Use the “whole *APSPM*” for text searches. If you should have questions about the changes, please contact Nancy M. Davis at 804-786-0323 or nancy.davis@dgs.virginia.gov.

Changes to the APSPM, PIM 98-019, 7/1/05:

2.2 c. **Nonprofit Sheltered Workshops and Nonprofit Organizations.** (See definition in Appendix A.) State agencies may purchase selected goods and services from nonprofit sheltered workshops and nonprofit organizations serving the handicapped without competition if the goods or services:

- (1) are of acceptable quality;
- (2) can be supplied within the time required;
- (3) are not produced by schools or workshops under the supervision of the Virginia Department for the Blind and Vision Impaired or by inmates confined in State correctional institutions; and,
- (4) can be purchased within ten percent (10%) of fair market value. DGS/DPS deems fair market value to be the lowest purchase price paid by the purchasing agency or other governmental entity for like items or services purchased in a similar quantity within the last six months. If this information is not available, then obtain at least one additional quote to determine fair market value.

A commodities list of available goods and services provided by nonprofit sheltered workshops and nonprofit organizations of Virginia serving the handicapped is accessible from a link on the eVA home page, www.eva.virginia.gov.

Purchase of goods from nonprofit sheltered workshops and nonprofit organizations should be accomplished by utilizing an appropriate agency purchase order. Contracts may be negotiated with individual nonprofit workshops and nonprofit organizations serving the handicapped for nonprofessional services (*Code of Virginia*, § 2.2-1118). When establishing contracts for goods or services that involve the manual packaging of bulk supplies or the manual assemblage of goods where individual items weigh less than 50 pounds buyers should include the Nonprofit Sheltered Workshop and Nonprofit Organizations special term and condition, Appendix B, Section II.

3.1 d. **Canceling a Solicitation.** An Invitation for Bids, a Request for Proposal, any other solicitation, or any and all bids or proposals, may be canceled or rejected. When canceling a written solicitation not created in eVA, all vendors who have been issued a solicitation must be notified, and the notice must be publicly posted. When canceling a Quick Quote solicitation in eVA, the purchasing office is not required to notify vendors of the cancellation. When canceling an eProcurement solicitation in eVA, the cancellation shall be made through eProcurement which will update the posting on VBO Buyer. All premium vendors registered for the commodity code used for the solicitation will be automatically notified. Other vendors may view the status of the solicitation in the VBO to see that the solicitation has been cancelled. If the solicitation was posted on the VBO, the solicitation must be cancelled by the issuing purchasing office using VBO Buyer in order to notify vendors of the cancelled solicitation. The reason for cancellation shall be made a part of the contract file. A public body shall not cancel or reject an Invitation for Bids, a Request for Proposal, any other solicitation, bid or proposal solely to avoid awarding a contract to a particular responsive and responsible bidder or offeror (*Code of Virginia*, § 2.2-4319). Personnel responsible for opening bids or proposals must be notified of the cancellation to prevent responses from being inadvertently opened. Return sealed bids or proposals on canceled programs unopened if hard copy bids or proposals were received. If a program is canceled after receipt and opening of bids or proposals, original documents will remain a part of the procurement transaction file. Bidders or Offerors should be notified in writing that the program has been canceled and that duplicate proposals, if provided, will be destroyed unless the Offeror requests their return.

3.10 b. **Certified Vendors.** Beginning October 1, 2004, for the purposes of state procurement rules, no vendor shall be considered a Small Business Enterprise, a Minority-Owned Business Enterprise or a Women-Owned Business Enterprise, or be entitled to the benefits of the state SWAM procurement opportunities, unless certified as such by the Commonwealth. Definitions for Minority-Owned Business Enterprise, Minority Individual, Small Business Enterprise, Women-Owned Business Enterprise, and Disadvantaged

Business Enterprise are found in Appendix A. For the purposes of the SWAM Program, all certified women and minority owned businesses are also small business enterprises.

- 3.10 f. **Award to Other than the Lowest Priced Bidder or Highest Ranking Offeror.** Procurements up to \$100,000 that require solicitation of multiple vendors may be awarded to a reasonably priced or reasonably ranked minority or woman-owned bidder or offeror that is other than the lowest priced bidder or highest ranking offeror. (See Appendix B, Section II, 7.)
- 3.10 g. **Set-asides.** Procurement set-asides are authorized for prime contracts in accordance with the Governor's Chief of Staff's memorandum dated September 27, 2004. (See Appendix B, Section II, 60.)
- 3.14 a. **Reciprocal Preferences.** Whenever the lowest responsive and responsible bidder is a resident of any other state and such state under its laws allows a resident contractor of that state a percentage preference, a like preference shall be allowed to the lowest responsible bidder who is a resident of Virginia and is the next lowest bidder (*Code of Virginia*, § 2.2-4324B). If the lowest bidder is a resident contractor of another state with an absolute preference, the bid shall not be considered. DGS/DPS will post and maintain a listing of preference laws provided by other states on the eVA website. (Absolute preference defined, see Appendix A.) See www.eva.virginia.gov for a listing of state preference laws.
- 3.18 f. In addition to its normal contract postings, each agency and institution shall post or provide accessible links to future anticipated contract opportunities on the eVA home page under the "Future Procurements" link. These postings should include:
- (1) All existing term contracts with expiration dates, with such expiration dates clearly identified;
 - (2) Anticipated IFBs and RFPs that have not yet been developed including a best estimate of the date of issue of such IFBs and RFPs and contact information for potential vendors for pre-issuance contract information; and
 - (3) Other anticipated contract opportunities.
- 3.25 **Electronic Commerce.** Deleted.
- 4.22 b. (1) **Approvals Required.** Approval for certain services is required by law, regulation, directive or appropriation. Services requiring other state agencies' approval or concurrence are as follows:
- (1) Insurance – Department of Treasury/Division of Risk Management
- 5.2 **Charge Cards for Small Purchases.** Deleted.
 Note: Information on the use of charge cards for payment is moved to 10.11 b., Payment and Invoice Processing.
- 5.3 a. Where the agency's estimated cost of goods or nonprofessional services is \$5,000 or less, purchases may be made upon receipt of a minimum of one (1) written or telephone (oral) quotation (see flowchart, Annex 5-C) from a minority or women-owned business, if available. Additional sources including additional small business sources may also be solicited. To avoid allegations of collusive or other related fraudulent practices, a record of the quotation must be kept with the file. If a telephone quote is solicited, a record shall be kept of the name and address of the vendor(s) contacted, the item description or service offered, price quoted, delivery dates and F.O.B. point, names of persons giving and receiving the prices and the date the information was obtained. Notation on the requisition form is considered to be an adequate record or see Annex 5-G, and 5-H, for copies of sample forms to use in recording information. If more than one quote is solicited, the award will be made to the lowest responsive and responsible bidder; however, the award may be made to a reasonably priced minority or women-owned bidder that is other than the lowest priced bidder. If the award is made to other than the lowest priced bidder, the award shall be made to the next lowest responsive and responsible minority or women-owned bidder. When using a charge card as the payment method, solicit a minimum of one (1) minority or women-owned business, if available.

- 5.6 d. Evaluate and award. The award may be made to a reasonably priced minority or woman-owned bidder that is other than the lowest priced bidder. If the award is made to other than the lowest priced bidder, the award shall be made to the lowest responsive and responsible minority or women-owned bidder.
- 5.7 a. 4. In lieu of an evaluation committee, the buyer or end user may solely evaluate and rank offers. Upon completion of the evaluation, negotiations shall be conducted with the offerors selected. An award may be made to a reasonably ranked minority or woman-owned offeror that is other than the highest ranking offeror.
- 5.7 b. 11. Award. The award will be made to the responsible Offeror(s) whose proposal, conforming to the solicitation, is the most advantageous and represents the Best Value to the Commonwealth, costs and other factors considered. The award may be made to a reasonably ranked minority or woman-owned offeror that is other than the highest ranking offeror. Prepare a written justification and place in contract file.

Annex 5-A: Small Purchase Procedures flowchart is updated.

Annex 5-B: Charge Card Process Flowchart. Deleted.

- 6.1 **Competitive Sealed Bidding.** The goods or service to be procured when using this method must be capable of being described so that bids submitted by potential contractors can be evaluated against the description in the Invitation for Bids (IFB) and an award made to the lowest responsive and responsible bidder; however, if the contract is up to \$100,000, an award may be made to a reasonably priced minority or woman-owned bidder that is other than the lowest priced bidder. When the terms and conditions of multiple awards are so provided in the Invitation for Bids, awards may be made to more than one bidder. Competitive sealed bidding includes the issuance of a written IFB containing the specifications or scope of work/purchase description and the contractual terms and conditions applicable to the procurement. The terms or conditions of the solicitation must include how the agency or institution will publicly post the notice of the award or make the announcement of the decision to award the contract (see Appendix B, Section I, U.). The requirements set forth in the IFB may include special qualifications required of potential contractors, life-cycle costing, value analysis, and any other criteria such as testing, quality, workmanship, delivery and suitability for a particular purpose which may help in determining acceptability. IFBs must describe the requirements accurately and completely. Unnecessarily restrictive specifications or terms and conditions that unduly limit competition must be avoided. In addition to the public notice, bids are to be solicited directly from potential bidders. Any such direct solicitations shall include businesses selected from a list made available by the Department of Minority Business Enterprise. In the competitive sealed bid process, bids are publicly opened and read aloud (see 3.1e). The bids are evaluated based upon the requirements set forth in the IFB (if multiple awards are so provided in the solicitation, awards may be made to the lowest responsive and responsible bidders). Best value concepts may be applied when procuring goods and nonprofessional services, but not construction or professional services. Solicitations may include criteria, factors and basis for the consideration of best value and the process for the consideration of best value shall be as stated in the procurement solicitation (Best Value, defined in Appendix A).
- 6.3 d. **Award.** The contract is awarded to the lowest responsive and responsible bidder (see 3.21). The award, up to \$100,000, may be made to a reasonably priced minority or woman-owned bidder that is other than the lowest responsive and responsible bidder (see 3.10 f.). If the award is made to other than the lowest priced bidder, the award shall be made to the next lowest responsive and responsible minority or women-owned bidder.
- 6.5 b. **Step Two.** Prepare an IFB to include a pricing schedule, reference the request for technical proposal title and number, and set a specific date and time for receipt of sealed bids. A public opening is held. Bids are evaluated, and the contract is awarded to the lowest responsive and responsible bidder. The award, up to \$100,000, may be made to a reasonably priced minority or woman-owned bidder that is other than the lowest responsive and responsible bidder (see 3.10 f.). The award document shall incorporate by reference the terms and conditions of the solicitation, the contractor's technical proposal, and the bid price.

6.6 **Combined Two-Step Competitive Sealed Bidding.** The two steps can be combined by requiring the firms who respond to the solicitation to furnish their unpriced technical proposals in one sealed envelope and their bid prices in a second sealed envelope at the same time. The instructions issued must specify that the responses are to be submitted in two separate sealed envelopes - one marked "Technical Proposal" and the other "Bid Price." If the solicitation is a combined two-step IFB, the bidders should be instructed to identify both the technical proposal and pricing envelope with the bidder's name, company name and address, and bid reference number. The technical proposals are opened and evaluated as described in 6.5a, then only the price envelopes for those technical proposals selected as acceptable are opened. The award is made to the lowest responsive and responsible bidder. The award, up to \$100,000, may be made to a reasonably priced minority or woman-owned bidder that is other than the lowest responsive and responsible bidder (see 3.10 f.). The award document will incorporate by reference the terms and conditions of the solicitation and include the contractor's technical proposal and the bid price. The envelopes containing the bid price for those proposals determined to be not acceptable will be returned unopened.

7.2 j. In accordance with the Commonwealth's policy of facilitating and maximizing the participation of small businesses and businesses owned by women and minorities in its purchasing programs, a stipulation of award may be that offerors include, as part of their proposal, a plan that ensures SWAM participation in the subcontracting plans. An agency may require that each offerors' subcontracting plan contain a combination of small, women-owned and/or minority-owned businesses as part of its efforts toward achieving the aspirational goals identified in the agency's SWAM plan. The subcontract plans should include:

- (1) A listing of all SWAM subcontractors to be utilized;
- (2) The dollar value of each subcontract;
- (3) A description of the type of work to be performed under each subcontract; and
- (4) A telephone number and contact name for each subcontractor.

(See Annex 7-G.)

7.4 a. Negotiations are conducted with each of the offerors so selected. Negotiation allows modification of proposals, including price. Offers and counter-offers may be made as many times with each offeror as is necessary to secure a reasonable contract. After negotiations have been conducted with each of the selected offerors, the Commonwealth selects the offeror which, in its opinion, has made the best proposal; however, if the contract is up to \$100,000, the contract may be awarded to a reasonably ranked minority or woman-owned offeror that is other than the highest ranking offeror. In all cases, written confirmation shall be obtained from the offeror on any modifications of the original proposal. Once an Intent to Award notice is posted, no further negotiation shall be conducted.

7.5 m. Award. The award will be made to the responsible Offeror(s) whose proposal, conforming to the solicitation, is the most advantageous and represents the Best Value to the Commonwealth, costs and other factors considered. An award, up to \$100,000, may be made to a reasonably ranked minority or woman-owned offeror that is other than the highest ranking offeror (see 3.10 f.). Prepare a written justification and place in contract file. Post a Notice of Award or Notice of Intent to Award in the manner prescribed in the solicitation as required in 3.18.

Annex 7-B: IV

B. **SPECIFIC PROPOSAL INSTRUCTIONS:** Use this section to inform the potential offerors of the information that must be submitted with their proposals. The information requested is used as the basis for developing the proposal evaluation criteria. The following is a sample of the beginning language and examples of typical specific requirements:

"Proposals should be as thorough and detailed as possible so that the (agency name) may properly evaluate your capabilities to provide the required goods/services. Offerors are required to submit the following items as a complete proposal:

1. Return the RFP cover sheet and all addenda acknowledgments, if any, signed and filled out as required.

2. Offeror Data Sheet, included as an attachment to the RFP, and other specific items or data requested in the RFP.
3. A written narrative statement to include:
 - a. Experience in providing the goods/services described herein.
 - b. Names, qualifications and experience of personnel to be assigned to the project.
 - c. Resumes of staff to be assigned to the project.
4. Specific plans for providing the proposed goods/services including:
 - a. List of proposed equipment/goods/etc. including operating parameters, illustrations, etc.
 - b. What, when and how the service will be performed.
 - c. Time frame for completion (if not otherwise specified by the agency in the statement of needs).
5. Proposed Price. Indicate in the pricing schedule, Section XI of the RFP, if provided.
6. SWAM Utilization – Summarize the planned utilization of DMBE certified small businesses and businesses owned by women and minorities under the contract to be awarded as a result of this solicitation. (Complete Annex 7-G.)

NOTE: If the matter of compensation is completely open to negotiation, this could be expressed as, “Compensation - Describe the proposed method and amount of compensation.”

Annex 7-B: V.

- A. **EVALUATION CRITERIA:** “Proposals shall be evaluated by the (name of issuing agency) using the following criteria:”

These are examples of **typical criteria** used. There is no specific number required but the number should normally be kept to no more than five criteria. The numerical weight assigned to each criterion must be determined by the agency and stated in the RFP, or they must be assigned and posted prior to the opening of proposals. The weights shown here are **only for illustration purposes**.

<u>FOR SERVICES</u>		<u>POINT VALUE</u>
1.	Specific plans or methodology to be used to perform the services.	25
2.	Price.	25
3.	Qualifications and experience of offerors staff to be assigned to perform the services.	20
4.	SWAM Utilization	20
5.	References from other clients.	10
TOTAL		<hr/> 100
 <u>FOR GOODS</u>		 <u>POINT VALUE</u>
1.	Quality of equipment offered and their suitability for the intended purposes.	25

2.	Experience in providing the goods.	20
3.	Price.	20
4.	SWAM Utilization	20
5.	Maintenance Support.	10
6.	Scope and suitability of training offered to State personnel.	5
TOTAL		<u>100</u>

NOTE: The basis for evaluation must be known in advance. Phrases such as “and any other criteria the State may decide to use” are not specific, violate the intent of the General Assembly expressed in § 2.2-4300C of the *Code of Virginia*, and shall not be used.

NOTE: A DMBE certified women-owned or minority-owned business who serves as a prime vendor will receive full credit for SWAM utilization. Small businesses and all other businesses will receive credit based on their SWAM utilization plan(s).

Annex 7-B: VI.

- G. Each prime contractor who is awarded a contract in which provision of a SWAM Procurement plan is a condition of the award, shall deliver to the contracting agency or institution, on or before request for final payment, evidence of compliance with the procurement plan.

The Contractor shall provide to the agency documentation that the contractor has utilized SWAM in accordance with its SWAM utilization plan. Documentation shall be provided (monthly, quarterly, on or before request for final payment).

Annex 7-E: Offerors List: Six (6) offerors, including a minimum of four (4) minority or women-owned businesses if available must be solicited, unless set-aside for Small businesses. If fewer are solicited, include reason in procurement file.

Annex 7-F: **Examples of Best Value Rating Methods:**

- 1) **Adjectival** – Adjectives such as exceptional, acceptable, marginal, and unacceptable are used to indicate the degree to which the proposals have met the evaluation criteria (price is not scored).

Adjectival Rating Method (Example)

Rating	Description
Exceptional	Proposal exceeds requirements and demonstrates an exceptional understanding of goals and objectives of the procurement. One or more major strengths exist. No significant weaknesses exist.
Acceptable	Offeror's proposal demonstrates an acceptable understanding of goals and objectives of the procurement. There may be strengths and weaknesses, however strengths outweigh the weaknesses.
Marginal	Offeror's proposal demonstrates a fair understanding of the goals and objectives of the procurement. Weaknesses have been found that out balance any strengths that exist. Weaknesses will be difficult to correct.
Unacceptable	Offeror's proposal fails to meet an understanding of the goals and objectives of the procurement. The proposal has one or more significant weaknesses that will be very difficult to correct or are not correctable.

2) **Color Rating Method** - Use colors such as Blue, Green, Yellow or Red to indicate the degree to which the proposals have met the evaluation criteria (price is not scored).

Color Rating Method (Example)

Color	Description
Blue	Offeror's proposal exceeds requirements and demonstrates an exceptional understanding of goals and objectives of the procurement. One or more major strengths exist. No significant weaknesses exist.
Green	Offeror's proposal demonstrates an acceptable understanding of goals and objectives of the procurement. There may be strengths and weaknesses. Strengths outnumber any weaknesses that exist.
Yellow	Offeror's proposal demonstrates a fair understanding of the goals and objectives of the procurement. Weaknesses have been found that outnumber any strengths that exist. Weaknesses will be difficult to correct.
Red	Offeror's proposal demonstrates an unacceptable understanding of the goals and objectives of the procurement. The proposal has one or more significant weaknesses that will be very difficult to correct or are not correctable.

Annex 7G: New Annex 7G is attached as the last page to this Summary of Changes for PIM 98-019, 7/1/05 entitled, Plans for Utilization of SWAM Businesses.

8.5 **Posting Requirements.** For sole source procurements over \$50,000, award notices must be posted on eVA and at a minimum state that only one source was determined to be practicably available and must also state that which is being procured, the contractor selected, and the date on which the contract was or will be awarded (see 3.18 for additional guidance). Public award notices may be posted at locations in addition to posting on eVA, at the discretion of the entity (public posting notice board, entity website, etc.) but if posted in additional locations, the form in Annex 8-E should be used.

10.11 **Payment and Invoice Processing.**

- a. **Invoice Processing.** Invoice processing is to be performed in accordance with the rules and regulations set forth by the Department of Accounts. To maintain good vendor relationships and a competitive environment, it is imperative that invoices be processed promptly and in accordance with the contract terms. The *Code of Virginia*, § 2.2-4350A, requires agency's and institutions to pay for the completely delivered goods or services by the required payment date. If no payment date has been established by contract, then payment is due 30 days after receipt of a proper invoice by the agency or its agent responsible under the contract for approval of such invoices for the amount of payment due, or 30 days after the receipt of the goods or services, whichever is later (*Code of Virginia*, § 2.2-4347). When a large purchase requires performance over an extended period of time, agencies should make arrangements to process partial payments upon receipt of evidence indicating that the goods or services have been received (see *Vendors Manual*, 8.3). Agencies and institutions with separate accounting and purchasing offices are strongly encouraged to develop a Memorandum of Understanding (MOU) between the two offices. These MOUs should establish a clear framework for an effective discrepancy resolution process, so contractor payments are not delayed.
- b. **Charge Cards Payments.** In an effort to streamline invoice and payment processing steps and sharply reduce paperwork, the Department of Accounts (DOA) has established a contract allowing agencies and institutions to use charge cards through two programs, the small purchase charge card (SPCC) and Gold Card. Unlike the typical consumer charge card, this program incorporates the features of corporate charge cards - national concept designed for business applications. Major program benefits include the reduction in the number of invoices processed by Commonwealth agencies and institutions, reduction in internal requisitioning reduced vendor collection costs, and payment to the vendor by the charge card company within as little as three business days. As a cost cutting endeavor, agencies are strongly encouraged to participate. Agencies, institutions and cardholders must follow all policies and procedures established in the Commonwealth Accounting Policies and Procedures (CAPP) Manual Section 20335 *Purchasing Charge Card*. Information can be

obtained by calling DOA at 804-371-4350. Charge card purchases shall be processed through eVA unless the purchase is exempt from processing through eVA in 14.9 b.

- (1) **Small Purchase Charge Card (SPCC).** The SPCC is issued for cardholder use for transactions up to \$5,000 and the cardholder's monthly transaction limit up to \$100,000 for the purchase of small dollar goods and services in accordance with the issuing agencies policies and procedures, Agency Procurement and Surplus Property Manual and Virginia Public Procurement Act.
 - (2) **Gold Card.** Gold Cards are issued for purchase transactions up to \$50,000 for small dollar goods and services and a monthly transaction limit up to \$250,000. The Gold Card program is established to optimize the Commonwealth's participation in eVA and reduce the number of checks issued by the Commonwealth. The Gold Card program is administered through DOA Program Administrator who can be contacted at 804-371-4350. Gold Cards are only issued to full-time classified purchasing/procurement professionals or their staff deemed responsible by the Agency Head. An individual may not hold a SPCC and a Gold Card.
- c. **Zero Overrun.** DGS/DPS encourages agency finance offices to promote a "zero overrun" tolerance policy when dealing with order/invoice price discrepancies. For discrepancies with dollar values below the values cited as requiring issuance of a formal change order, approval to pay the excess amount should be obtained from the buyer prior to payment of the additional amount. Agencies should distinguish the tradeoff between the additional amount charged and the administrative costs required to contest that amount, with action taken accordingly. Considerable attention needs to be directed in this regard to assure that neither the integrity of the bidding process gets compromised, nor the standing of bidders altered.
- 11.4 c. No obligation to negotiate or continue negotiating shall be inferred from this paragraph 11.4 or from the parties' agreement to use ADR, and each party shall remain free to discontinue ADR at any time. No agreement shall be deemed to arise from any communication during the ADR process, unless the agreement is reduced to writing and signed by duly-authorized representatives of both parties. Any settlement or compromise of claim must be approved by the Commonwealth's Office of the Attorney General.
- Annex 13-D Attached. See third from the last page of this Summary of Changes.
- 14.5 e. **Quick Quote (over \$5,000 to \$50,000):** Solicitation of bids or quotes via Quick Quote is mandatory for non-contract requirements between \$5,000 and \$50,000. Unless set-aside for Small businesses only, solicit a minimum of four (4) valid sources; including two (2) minority or women-owned businesses, if available. Quick Quote may also be used to solicit a quote(s) for requirements under \$5,000. Quick Quote solicitations should be open for a minimum of one (1) day to allow vendors to return pricing by the closing date and time. Vendors must be registered in eVA in order to respond electronically to Quick Quotes in eVA. Electronic Quick Quote responses and other methods for vendors to respond to Quick Quotes may be used simultaneously. Provide the Standard eVA Term and Condition in Annex 14-A when providing Quick Quote information to an ad hoc vendor. The award may be made to a reasonably priced minority or woman-owned bidder that is other than the lowest priced bidder. If the award is made to other than the lowest priced bidder, the award shall be made to the next lowest responsive and responsible minority or women-owned bidder. The resulting order must be processed through eVA. Reference the Quick Quote number in the header cross-reference field of the eVA requisition. Quick Quote solicitations and award notices are not required to be posted on the eVA web site.
- 14.5 h. **Small Purchase Charge Card (SPCC).** Deleted. Note: A new section 14.14 is added to address the use of the small purchase charge card in eVA.
- 14.14 **Small Purchase Charge Card (SPCC):** Where a SPCC has previously been entered into the eVA system it should be used to affect payment of all purchase transactions up to \$5,000 processed through vendors

accepting the card. Every effort must be made to ensure that whenever a card is issued or cancelled, when a restriction imposed on a card is changed, etc., that the eVA system is updated as soon as practicable. Information can be obtained by calling DOA at 804-371-4350. Charge card purchases shall be processed through eVA unless the purchase is exempt from processing through eVA in 14.9 b.

Appendix A: Definitions

Absolute Preference: An absolute preference is one in which a state will only consider bids from resident contractors residing within that state.

Nonprofit Sheltered Workshops and Nonprofit Organizations Serving the Handicapped: A work-oriented rehabilitative facility certified by the Department of Labor (DOL) under Statutory Provision Section 14 (C) Fair Labor Standards Act, with a controlled working environment and individual goals which utilizes work experience and related services for assisting the handicapped person to progress toward normal living and a productive vocational status (*Code of Virginia*, § 2.2-4301). Nonprofit sheltered workshops and nonprofit organizations are also referred to as Employment Services Organizations (ESOs).

Appendix, B, Section I

T. **INSURANCE:** By signing and submitting a bid or proposal under this solicitation, the bidder or offeror certifies that if awarded the contract, it will have the following insurance coverage at the time the contract is awarded. For construction contracts, if any subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with §§ 2.2-4332 and 65.2-800 et seq. of the *Code of Virginia*. The bidder or offeror further certifies that the contractor and any subcontractors will maintain these insurance coverage during the entire term of the contract and that all insurance coverage will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

MINIMUM INSURANCE COVERAGES AND LIMITS REQUIRED FOR MOST CONTRACTS:

1. Workers' Compensation - Statutory requirements and benefits. Coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify the Commonwealth of increases in the number of employees that change their workers' compensation requirements under the *Code of Virginia* during the course of the contract shall be in noncompliance with the contract.
2. Employer's Liability - \$100,000.
3. Commercial General Liability - \$1,000,000 per occurrence. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. The Commonwealth of Virginia must be named as an additional insured and so endorsed on the policy.

(**Note to Agency/Institution:** When the requirement is for parking facilities and garages for motor vehicle maintenance contracts, the forgoing sentence should be changed to read: These coverage should include Garage Owner's Liability. Contracts with movers or truck transporters should also require motor carrier's liability. When in the judgment of a procurement officer, these limits and coverage are not warranted for the goods and services being procured, the Division of Risk Management should be contacted.

4. Automobile Liability - \$1,000,000 per occurrence. (Only used if motor vehicle is to be used in the contract.)

NOTE: In addition, various Professional Liability/Errors and Omissions coverages are required when soliciting those services as follows:

Profession/Service

Accounting
Architecture

Limits

\$1,000,000 per occurrence, \$3,000,000 aggregate
\$2,000,000 per occurrence, \$6,000,000 aggregate

Asbestos Design, Inspection or Abatement Contractors	\$1,000,000 per occurrence, \$3,000,000 aggregate
Health Care Practitioner (to include Dentists, Licensed Dental Hygienists, Optometrists, Registered or Licensed Practical Nurses, Pharmacists, Physicians, Podiatrists, Chiropractors, Physical Therapists, Physical Therapist Assistants, Clinical Psychologists, Clinical Social Workers, Professional Counselors, Hospitals, or Health Maintenance Organizations.)	\$1,800,000 per occurrence, \$3,000,000 aggregate
(Limits increase each July 1 through fiscal year 2008, as follows:	
July 1, 2007 - \$1,925,000,	
July 1, 2008 - \$2,000,000. This complies with §8.01-581.15 of the <i>Code of Virginia</i> .	
Insurance/Risk Management	\$1,000,000 per occurrence, \$3,000,000 aggregate
Landscape/Architecture	\$1,000,000 per occurrence, \$1,000,000 aggregate
Legal	\$1,000,000 per occurrence, \$5,000,000 aggregate
Professional Engineer	\$2,000,000 per occurrence, \$6,000,000 aggregate
Surveying	\$1,000,000 per occurrence, \$1,000,000 aggregate

*** When Used: FOR CONSTRUCTION, SERVICE CONTRACTS AND GOODS CONTRACTS WHEN INSTALLATION IS REQUIRED - Required in all solicitations where a contractor will perform work or services in or on state facilities. The limits are minimums and may be increased. The Department of Treasury, Division of Risk Management (804-786-3152) should be contacted when other types of coverage may be required or when in doubt as to the need for other limits. When soliciting one of the Professions/Services listed above include the Professional Liability/Errors and Omissions coverage and limits as shown. When not soliciting one of these Professions/Services, omit the required coverages section from the General Terms and Conditions boilerplate.**

Appendix B, Section II

7. **AWARD OF CONTRACT:** All solicitations must specify the method of award. If the total award including all possible renewal periods are expected to be less than \$100,000 use the appropriate Award clause below in J. or K. that states that the award may be made to a reasonably priced or reasonably ranked minority or woman-owned bidder or offeror that is other than the lowest priced bidder or highest ranking offeror. The wording on award to other than the lowest priced bidder or highest ranking offeror may be customized from the selection below to fit the circumstances of the purchasing agency. Select appropriate clause for the type of procurement:

H. **UNSEALED BEST VALUE AWARD(S):** Selection shall be made of the offeror(s) deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in this solicitation, including price, if so stated. Negotiations shall be conducted with the offeror(s) so selected. Cost and price factors shall be considered in relation to the evaluation factors stated in the solicitation, but need not be the sole determining factor. The Commonwealth will make the award(s) on a best value basis to the Offeror(s) which, in its opinion, represents the most advantageous and best offer. The award may be made to a reasonably ranked minority or woman-owned offeror that is other than the highest ranking offeror. The Commonwealth may cancel this solicitation or reject proposals at any time prior to an award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous (*Code of Virginia*, § 2.2-4359 D).

*** When Used: For goods and nonprofessional services in an Unsealed Best Value Acquisition solicitation, and a single award or multiple awards are desired to meet the requirements of the agency/institution. Note: A single award shall not exceed \$50,000 and if making multiple awards, the total sum of all awards shall not exceed \$50,000.**

I. **BEST VALUE AWARD(S):** Selection shall be made of two or more offeror(s) deemed to be fully qualified and best suited among those submitting best value proposals on the basis of the evaluation factors included in this solicitation, including price, if so stated. Negotiations shall be conducted with the Offeror(s) whose proposal(s) represent the most advantageous and best offer. Awards up to \$100,000 may be made to a reasonably ranked minority or woman-owned offeror that is other than the highest ranking offeror. Awards over \$100,000 will be made on a best value basis to the Offeror(s) which, in its

opinion, represents the best overall combination of quality, price, and various elements of required goods/services, as stated in this solicitation, that in total are optimal relative to the agency's needs. The Commonwealth may cancel this solicitation or reject proposals at any time prior to an award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous (Code of Virginia, § 2.2-4359 D). The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the contractor's offer as negotiated.

*** When Used: For goods and nonprofessional services when competitive negotiation will be used in a sealed Best Value acquisition solicitation, and a single award or multiple awards are desired to meet the requirements of the agency/institution. Use for competitive negotiation where the award is expected to be up to \$100,000 to allow for award to a reasonable proposal from a minority or women-owned offeror who is other than the highest ranking offeror(s). This clause may be used for multiple awards.**

- J. **AWARD TO OTHER THAN THE LOWEST PRICED BIDDER(S):** An award(s) will be made to the lowest responsive and responsible bidder(s) however; the award may be made to a reasonably priced minority or woman-owned bidder(s) that is other than the lowest priced bidder(s). Evaluation will be based on net prices. Unit prices, extensions and grand total must be shown. In case of arithmetic errors, the unit price will govern. If cash discount for prompt payment is offered, it must be clearly shown in the space provided. Discounts for prompt payment will not be considered in making awards. The right is reserved to make a separate award of each item, a group of items or all items, and to make an award either in whole or in part, whichever is deemed in the best interest of the Commonwealth. The State reserves the right to reject any and all bids in whole or in part, to waive any informality, and to delete items prior to making an award.

*** When Used: This award clause can be used in Invitation for Bids for goods or services for competitive bidding where the award is expected to be up to \$100,000 to allow for award to a reasonably priced minority or women-owned bidder, other than the lowest priced responsive and responsible bidder or bidders, in the case of multiple awards.**

- K. **AWARD TO OTHER THAN THE HIGHEST RANKING OFFEROR(S):** Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposals, including price, if so stated in the Request for Proposals. Negotiations shall be conducted with the offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, the agency shall select the offeror(s) which, in its opinion, has made the best proposal(s) and shall award the contract to that offeror; however, if the contract is up to \$100,000, the contract may be awarded to a reasonably ranked minority or woman-owned offeror, that is other than the highest ranking offeror. The Commonwealth may cancel this Request for Proposals or reject proposals at any time prior to an award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous (*Code of Virginia*, § 2.2-4359D). Should the Commonwealth determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the contractor's proposal as negotiated.

61. **NONPROFIT SHELTERED WORKSHOPS AND NONPROFIT ORGANIZATIONS:**

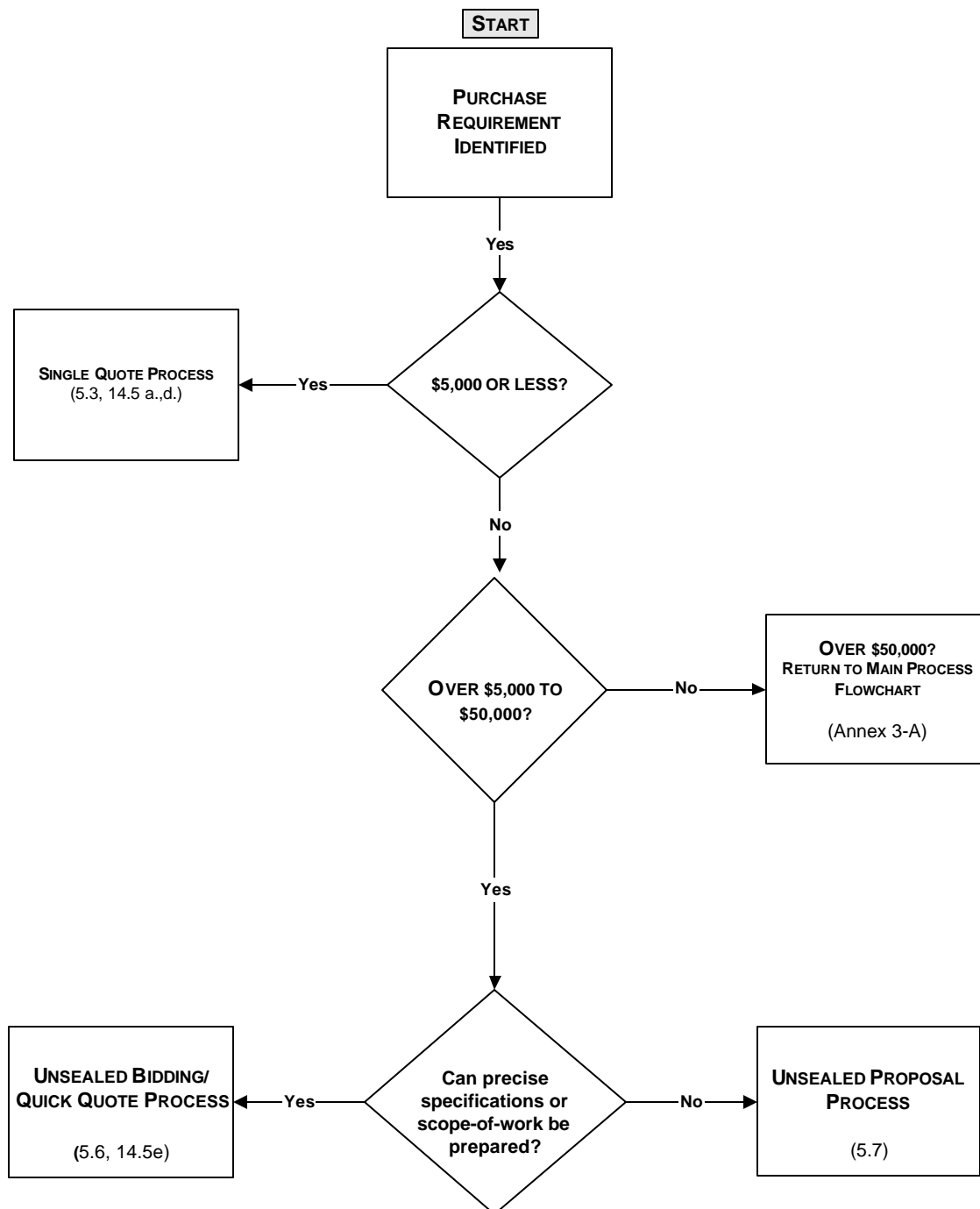
- A. Where it is practicable for any portion of the awarded contract to be subcontracted, the contractor is encouraged to offer such business to nonprofit sheltered workshops and nonprofit organizations serving the handicapped. A list of nonprofit sheltered workshops and nonprofit organizations of Virginia serving the handicapped can be found at www.vadrs.org.
- B. Each prime contractor who is awarded a contract where using a non profit sheltered workshop or nonprofit organization serving the handicapped is a condition of the award, shall deliver to the agency or

institution, on or before request for final payment, evidence and certification of compliance. When a portion of the contract has been subcontracted to these organizations and upon completion of the contract, the contractor agrees to furnish the purchasing office, at a minimum, the following information: name of nonprofit sheltered workshop or nonprofit organization serving the handicapped, telephone number, total dollar amount subcontracted, and type of product/service provided. Final payment under the contract may be withheld until such certification is delivered or other appropriate remedies may be assessed in lieu of withholding such payment.

*** When Used: Use paragraph A. if the solicitation involves the packaging or assemblage of goods where the individual item weighs less than 50 pounds and can be performed by a nonprofit sheltered workshop or nonprofit organization serving the handicapped. Use paragraph B. in solicitations for goods, and nonprofessional services, that involves the packaging or assemblage of goods where the individual items weighs less than 50 pounds when a use of a nonprofit sheltered workshop or nonprofit organization serving the handicapped is a condition of the award (see 2.2 c.).**

Annex 5 -A

SMALL PURCHASE PROCEDURES (CODE OF VA § 2.2-4303G)
Small Purchase Process (goods and nonprofessional services up to \$50,000)



Annex 13-D

FAX Request to: 804-371-7877

Exemption Number _____

EMAIL Request to: linwood.spindle@dgs.virginia.gov

Department of General Services - Division of Purchases & Supply

Procurement Exemption Request

(1) Requesting Agency: _____	Agency Code: _____
(2) Requestor's Name: _____	Phone #: _____
(3) Date of Request: _____	FAX #: _____
(4) Description of Procurement: _____ Applicable Commodity Code: _____	
(5) Proposed Method of Procurement: <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Telephonic Quotation <input type="checkbox"/> Written Solicitation <input type="checkbox"/> Other: _____ </div> <div style="width: 45%;"> <input type="checkbox"/> Facsimile Solicitation <input type="checkbox"/> Quick Quote </div> </div>	
(6) Is There a Recurring Demand for this Commodity? <input type="checkbox"/> Yes <input type="checkbox"/> No	
(7) Will Competition Be Sought In Procuring This Requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No	
(8) If not seeking competition, provide reason: _____	
(9) Justification for Request (Use attachments if necessary):	
***** DPS Use Only *****	
(10) Exemption Request is hereby: <input type="checkbox"/> Approved <input type="checkbox"/> Denied If denied, reason for denial: _____	
(12) Additional comments or requirements:	
(13) Contract Officer Assigned Request: _____	
(14) Director (or designee) for Procurement Sign Off: _____ Date: _____	

(rev. 07/01/05)

Annex 7-G

Attachment I: SWAM (Small, Women and Minority-owned Businesses) Utilization Plan

Offeror Name: _____ **Preparer Name:** _____ **Date:** _____

Is your firm a **Small Business Enterprise** certified by the Department of Minority Business Enterprise? Yes_____ No_____

If yes, certification number: _____ Certification date: _____

Is your firm a **Woman-owned Business Enterprise** certified by the Department of Minority Business Enterprise? Yes_____ No_____

If yes, certification number: _____ Certification date: _____

Is your firm a **Minority-Owned Business Enterprise** certified by the Department of Minority Business Enterprise? Yes_____ No_____

If yes, certification number: _____ Certification date: _____

Instructions: *Populate the table below to show your firm's plans for utilization of small, women-owned and minority-owned business enterprises in the performance of the Collection Services contract. Describe plans to utilize SWAMs businesses as part of joint ventures, partnerships, subcontractors, suppliers, etc.*

Small Business Enterprise: "Small business enterprise" shall mean an independently owned and operated business which, together with affiliates, has 250 or fewer employees or average annual gross receipts of \$10 million or less averaged over the previous three years. Nothing in this provision prevents a program, agency, institution or subdivision from complying with the qualification criteria of a specific state program or a federal guideline to be in compliance with a federal grant or program. **For purposes of the SWAM Program, the definition of small business enterprise shall be interpreted to include all certified women-owned and minority-owned businesses.**

Woman-Owned Business Enterprise: A business concern which is at least 51 percent owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership or limited liability company or other entity, at least 51 percent of the equity ownership interest in which is owned by one or more women, and whose management and daily business operations are controlled by one or more of such individuals. **For purposes of the SWAM**

Program, all certified women-owned businesses are also a small business enterprise.

Minority-Owned Business Enterprise: A business concern which is at least 51 percent owned by one or more minorities or in the case of a corporation, partnership or limited liability company or other entity, at least 51 percent of the equity ownership interest in which is owned by one or more minorities and whose management and daily business operations are controlled by one or more of such individuals. **For purposes of the SWAM Program, all certified minority-owned businesses are also a small business enterprise.**

All small, women, and minority owned businesses must be certified by the Commonwealth of Virginia Department of Minority Business Enterprise (DMBE) to be counted in the SWAM program. Certification applications are available through DMBE at 800-223-0671 in Virginia, 804-786-6585 outside Virginia, or online at www.dmb.virginia.gov (Customer Service).

1. Plans for utilization of SWAM Businesses					
SWAM Business Name & Address	SWAM Status: Small (S), Women (W), Minority (M) & DMBE Certif. # & Date	Contact Person, Tele. & Email	Type of Goods and/or Services	Planned Contract Involvement	Planned Annual Contract Dollar Expenditure Amount
Totals \$					